

North Smithfield Fire/Rescue Service, Inc.

Board of Directors Meeting

March 10, 2015

Called to order at 6:35 p.m.

Roll call of Voting Members:

Chairman: Paul Shatraw

Vice-Chair: Paul Lefebvre

Treasurer: Daniel O'Brien

Secretary: Brian VanHouwe

At-large: Pamela LaBarre, Kathleen Shatraw, Kenneth Thompson

Non-voting member: Chief Joel Jillson

Secretary's Report:

Minutes of the February meeting as emailed accepted with a motion by Mr. O'Brien, seconded by Ms. LaBarre. The motion passed unanimously.

A motion to change order of business to accommodate re-organization of the Board of Directors was made by Mr. VanHouwe, seconded by Ms. Shatraw and voted and passed unanimously.

Chairman Paul Shatraw announced that he was stepping down as Chairman of the Board.

Motion by Ms. Shatraw to name Paul Lefebvre as Chairman, 2nd by

Mrs. LaBarre. Voted/passed unanimously.

Motion by Mr. Shatraw to name Kathleen Shatraw as Vice-Chair, 2nd by Mrs. LaBarre. Voted/passed unanimously.

Motion by Mr. Shatraw to name Brian VanHouwe as Secretary, 2nd by Mr. O'Brien. Voted/passed unanimously.

Motion by Mr. Shatraw to name Daniel O'Brien as Treasurer, 2nd by Ms. Shatraw. Voted/passed unanimously.

Paul Shatraw sworn in as a member of the Board. Regular order of business resumed.

Financial Report: as submitted (see packet) by Mr. O'Brien reviewed and explained. Mr. Thompson asked if Rescue billing funds showed anywhere in our accounts. Mr. O'Brien said no, "third party billing" is managed in a floating account by Town Hall. Motion to accept the Financial Report by Mrs. LaBarre, seconded by Mr. Thompson. The motion passed unanimously.

Bills: (see attached). Mr. Shatraw questioned what the driver training expenditure was about and Mr. VanHouwe had questions also. Chief Jillson explained that it was classroom as well as hands-on apparatus driving for three firefighters. Mr. O'Brien motioned to approve the payment of bills, seconded by Mr. VanHouwe. The motion passed unanimously.

Communications:

1. R.I. Fire Chiefs' Association solicitation (see attached). Some

discussion. Mr. Shatraw motioned to donate \$200, seconded by Mr. VanHouwe. Voted/Passed 1 in opposition (O'Brien).

2. Open Meetings Checklist provided in packet for review/information.

Fleet:

Chief Jillson: Good. New Rescue due to arrive in first week of June. Apparatus Committee now looking at specifications for new fire engine. Ladder truck concerns with Town Council—options to trade-in or sell.

Facilities:

Chief Jillson: Issues with roof leak at Station 1 and ice dams on roof at Station 2. We need capital funding for major roof repairs (infrastructure expenses).

Old Business:

1. Chief Jillson asked Directors for their preference as to Conflict of Interest policy. Motion by Ms. Shatraw to use Sample #4 (see packet), re-type and present at next regular meeting for signatures, seconded by Mr. O'Brien. Voted and passed unanimously.

2. Mr. VanHouwe strongly recommends investing funds to offset inflation at the least and perhaps fund infrastructure improvements. Mr. O'Brien suggested \$100,000. Ms. Shatraw shared her experience with investment options and concerns and advised approaching three outside investors for proposals/fees, etc. Discussion. Tabled until next meeting.

New Business:

Chief Jillson:

- 1. Mr. O'Brien presented resolution for overdraft protection of \$30,000 for payroll (see attached). Motion by Mr. Shatraw to approve/agree same, seconded by Mrs. LaBarre. Voted and passed unanimously.**
- 2. Board briefed on upcoming events: EMT Re-certification with Woonsocket Fire Department, Annual Rabies Clinic to be held March 14th at Station 2.**

Personnel: Nothing to report.

Motion by Mr. Shatraw to move to Executive Session under RI General Laws 42-46-5(a)(2) at 7:32 p.m., seconded by Mr. O'Brien. Voted/Passed unanimously.

The next meeting is scheduled for the second Tuesday of the month, April 14, 2015.

Motion to adjourn at 8:41 p.m. by Mr. Shatraw, 2nd by Mr. VanHouwe. All in favor.

Respectfully submitted,

(signed)

Rose Zariczny

(Note: any "attachments" can be viewed by request during normal business hours in the Office of the Chief, 1470 Providence Pike, North Smithfield, RI)